

**Poquoson City Schools**  
**JOB DESCRIPTION**

**TITLE: Coordinator of Technology**

This position is   x   exempt or    non-exempt

**PRIMARY FUNCTION:**

Manage the implementation of useful technology to increase information accessibility and integrated systems management. Assists the division and City of Poquoson with technology acquisition and integration at all levels.

**MINIMUM QUALIFICATIONS:**

- Professional teaching license with 3 years teaching experience with delivering and integrating technology in instructional programs for PreK-12.
- Demonstrate strong organization and management skills
- Extensive working knowledge of Windows Operating Systems
- Understanding of the OSI-7 layer model
- Experience with setting up, configuring, and maintaining LANs
- Thorough working knowledge productivity software (MS Office)
- Experience with TCP/IP configuration and its family of protocols, Telnet, FTP, etc.
- Experience with Windows Server platforms
- Ability to manage and manipulate Internet content filtering software
- Professional and personal characteristics necessary for working effectively and collaboratively with children, parents, school personnel, and members of the community
- Ability to communicate effectively both orally and in writing
- Ability to stay abreast of and analyze advancements and trends in the computer networking industry and to make recommendations for changes and improvements to network systems when advisable
- Ability to stoop, kneel, bend, and reach when working with personal computer equipment, peripherals, and associated electronic network equipment and to lift fifty (50) pounds unassisted
- Ability to grasp, hold, and manipulate tools and computer parts
- Ability to climb a ladder while carrying twenty-five (25) pounds unassisted
- Valid VA drivers license and insurability required

**GENERAL PERFORMANCE RESPONSIBILITIES:**

- Manages the implementation of useful technology to increase information accessibility and integrated systems management
- Responsible for implementing processes, practices and programs that support the flow of information
- Oversee the department level IT managers & oversee the management of the school district & city technology programs and technology infrastructures
- Administers and oversee all technology related budgets
- Researches/oversees purchase of district technology
- Ensures compatible software/hardware for proper system interoperability
- Lead & Supervise District Technology Team
- Oversee all network and system level projects and improvements PCPS and the City of Poquoson
- Coordinate & conduct monthly meetings including instructional and technical teams
- Manages & Lead the development of our district technology/strategic plan
- Oversee, manage & monitor all software licensing (~350 programs) and purchases to remain compliant
- On call 24/7 for school system and City of Poquoson IT emergencies
- Acquire and meet with contractors to improve networks for PCPS and City of Poquoson

- Oversee the installation & configuration of district and school level hardware to include servers, switches, printers, PC's
- Manages the service request system – IT Direct/SchoolDude
- Provide for and conducts some user level training on selected systems
- Coordinate the purchase, relocation, reloading and replacement of PC's each summer in keeping with our 5 year replacement plan
- Produce the monthly school board meetings for public broadcast and/or produce other specific public meetings when needed
- Maintains and repairs computer systems at PMS-175 node network
- Maintains the LAN, including servers, print servers, and user account management
- Assists division wide personnel with basic software and PC support
- Monitors student/staff compliance with district Acceptable Internet Use Policy
- Acts as liaison between district and state on technology issues
- Assesses and evaluates software and media based on curriculum, learning styles, and instructional methodologies
- Troubleshoots hardware and software on all platforms
- Performs other duties as assigned by the Director of Accountability & Technology

**TERMS OF EMPLOYMENT:**

Salary according to School Board Pay Plan and appointment length 248 days

**REPORTS TO:**

Director of Accountability & Technology

**EVALUATION:**

Performance on this job will be evaluated in accordance with School Board policy and administrative regulations on evaluation of licensed personnel.

September 2014